



## Serve Delaware Full Commission Meeting

Thursday September 15, 2016

Williams State Service Center, Dover DE

9:07a.m. – 12:02p.m.

<b>PURPOSE</b> Full Commission Business Meeting	<b>ATTENDEES</b> <b>Commissioners Present:</b> Crystal Biles (ex officio), Nancy Chirdon Forster, John Danzeisen, Briana Lawson (ex officio), Gary Pippin, Margarita Rodriguez-Duffy, Rob Schroeder, Timothy Sheldon, Georgeanna Windley  <b>Commissioners Absent:</b> Sara Funaiock, Kanani Hines, Susan Keene Haberstroh, Jeffrey Lank, Sharon Morgan, Justina Pedante, Marguerite Prueitt, Bryan Shupe, Enid Wallace-Simms  <b>SOV Staff Present:</b> Renée Beaman, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Guadalupe Murphy, Deborah Tokarski	<b>NOTE TAKER</b> Guadalupe Murphy
---	--	---------------------------------------

### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:07am by Georgeanna Windley, Chair of the Commission.

### PUBLIC COMMENT – None

### CHAIRMAN'S UPDATE

- Commission Chair Windley reported ab+c Creative Intelligence , a local marketing and communications firm has been selected to develop an outreach plan for CNCS and Volunteer related programs. Part of their charge will be to solve the brand confusion associated with Serve Delaware and Volunteer Delaware. \$60,000 from the Commission Support Grant will go toward this initiative. \$30,000 will be used from this year's budget and another \$30,000 will be budgeted in the 2017 budget.
- The AmeriCorps Segal Education Award letter has been written and sent to the Governor on behalf of the Commission. Commission Chair Windley reported that the Segal Award Committee is looking for a temporary liaison since at this time as Commissioner Pedante is unable to fulfill her duties as the Chair due to family matters.
- The Transition Report Team is still looking for members. At this time members include Commission Chair Georgeanna Windley, Commissioner Sharon Morgan, Commissioner Nancy Chirdon Forster, Commissioner Briana Lawson, Commissioner Margarita Rodriguez-Duffy and Sally Wojcieszyn from the Delaware Economic Development Office.
- The CNCS AmeriCorps Symposium will occur from September 21-23rd in Alexandria, Virginia. Three Commissioners and three staff members from SOV will be attending. This includes Commissioner Windley, Commissioner Morgan, Commissioner Chirdon Forster, Executive Director, Luz Vasquez-Guzman, AmeriCorps Program Director, Charles A. Harris, and AmeriCorps Program Officer, Tara Wiggins.
- The 2016 Commission Retreat is scheduled for November 17, 2016. A location in Dover is currently being sought out. A draft agenda schedule was presented and discussed.
- The State Service Plan is still with the Commission Chair and is being populated with images, updated statistics and updated budgets. It will be presented at the October Executive Committee meeting for approval and then it will be sent to SOV for printing.

## **EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Luz Vasquez-Guzman provided program updates on the 2016 Commission Support Grant, the CNCS AmeriCorps Symposium, 9/11 Day of Service and Remembrance, Make A Difference Day, the Governor's Adult Awards and programs within the State Office of Volunteerism.
  - 9/11 Day of Service and Remembrance: In partnership with other offices within the Division of State Service Centers, SOV delivered \$10,000 worth of supplies to the Cold Purple Shelters in honor of the day or service.
  - Make A Difference Day: October 23, 2016 – In celebration, SOV will be collaborating with the RUN INSPIRED 10K event to help recruit volunteer and assist the day of the event. Proceeds from the event will benefit and support Operation Warm's mission to provide brand-new coats to children living in poverty, specifically in the Delaware region. Commissioners were invited to join the SOV staff to volunteer or walk/run in the event in honor of the day of service.
  - Foster Grandparent Program: Senior Administrator Luz Vasquez-Guzman is acting as the Program Manager for the FGP program in absence of the Program Manager who is currently out on medical leave. One frustration that the FGP staff keeps battling is FGP Supervisors not being permitted by the state to be allowed to attend the annual training/conference. In the past 8 years, the Program Manager has been the only staff member allowed to attend the annual training/conference.
- Commissioner Rodriguez-Duffy extended her gratitude to the SOV staff and recognized NCC Volunteer Coordinator, Clare Garrison for helping the Commissioner connect a non-profit organization to community organizations and acting as a great resource. Commissioner Rodriguez-Duffy urged other Commissioners to really utilize the SOV staff because they have built a great network of organizations and resources.

## **FINANCIAL REPORTS**

AmeriCorps Program Director, Charles Harris presented the financial reports to include the 2015 Commission Support Grant no-cost extension expense summary, the 2016 Commission Support Grant expense report and the FY17 SOV Budget.

**Motion #1 – RECESS:** Commissioner Windley moved to take a recess at 10:40am. Commissioner Schroeder seconded, and the motion was approved unanimously.

**RECONVENE:** The business meeting was called back to order at 10:53am by Commission Chair Windley.

## **ADMINISTRATION AND FINANCE COMMITTEE**

- Nomination Committee: Commissioner Danzeisen and Commissioner Schroeder volunteered to be part of the nomination committee. Committee will present the nominations at the October 20<sup>th</sup> Executive Committee Meeting for the following officer positions within the Commission: Chair, Treasurer, Secretary.

## **VOLUNTEER COMMITTEE**

- Commissioner Chair Windley presented Commission Vice-Chair Funaiock's report that provided an update on the upcoming 2016 Governor's Outstanding Volunteer Awards.
  - 69 nominations were received
  - 30 recipients have been selected to receive awards- awardees are in the process of being notified
  - The October 19, 2016 save-the-date cards were also sent to all the legislators
- The budget for the Governor's Adult Awards was shared and presented to the Commission. It was also uploaded to Dropbox within the September 15<sup>th</sup> Full Commission Meeting Packet.

## **CNCS NATIONAL & STATE PROGRAMS**

AmeriCorps Program Director, Charles Harris presented and distributed a breakdown of the 1.4 million in funds that the Corporation for National and Community Service (CNCS) awarded to the state of Delaware during the 2016-2017 funding cycle. The timeline for the 2017-2018 AmeriCorps application process was also distributed to all the Commissioners. Thursday January 12, 2017 was selected to host the January Full Commission Meeting in order to be in agreement with the application process timeline.

**ACTION ITEMS from meeting were reviewed.**

**ROLL CALL – DETERMINATION OF QUORUM**

Seven voting commissioners were in attendance by 11:59am and there was a quorum to vote on the approval of the June meeting minutes.

**MINUTES**

**Approval of Minutes from the June 23, 2016 Full Commission Meeting (Revised)**

- Correct first sentence under Chairman's update to: Commission Chair Windley reported that the Roles and Structure Committee *met* with the Governor and that efforts with the Segal Award and progress with the State Service Plan continue to move forward.

**Motion #2:** Commissioner Rodriguez-Duffy made a motion to approve the revised minutes from the June 23, 2016 Full Commission meeting. Commissioner Pippin seconded and the motion was approved unanimously.

**ADJOURN – Motion #3:**

Commissioner Chirdon Forster moved that the Commission meeting be adjourned. Commissioner Schroeder seconded, and the motion was approved unanimously.

Business Meeting was adjourned at 12:02pm.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary